



## Council Adopted Chief Executive Officer Performance Criteria FY 2024-25

The Community's Vision				
<i>A Lifestyle of Choice: Connecting Community Culture and Country</i>				
Council's Values				
Respect	Honesty	Accountability	Empathy	Teamwork
SUMMARY OF PERFORMANCE CRITERIA (details on following pages)				
	Performance Criteria	SMART Performance indicator	Reporting	
1	Responsibilities of the CEO	Present a report on the outcomes and achievements of the responsibilities of the CEO against the adopted 2024/25 Performance Agreement to 30 June 2025.	Annual self-report for performance review	
2	Delivery of the Corporate Business Plan (CBP) Outcomes	Delivery of 2024/25 funded and Council-adopted Corporate Business Plan 2024 to 2028 outcomes against agreed timeframes and budgets by 30 June 2025.	Annual self-report for performance review Quarterly progress report to OCM in month immediately following the end of each quarter	
3	Key Result Areas	Delivery of identified Criteria 1 – CEO Key Result Areas against agreed timeframes and budgets.	As specified	
4	Delivery of the Executive Leadership Team Outcomes	Executive Leadership Team completion of Criteria 2 (CBP) and Criteria 3 (Key Result Area) outcomes.	Annual self-report for performance review Quarterly progress report to OCM in month immediately following the end of each quarter	
5	Leadership of Shire Values	Criteria 4 - Rating of 65% or higher of an assessment by Councillors and/or Key Staff as part of the annual performance review process.	Annual assessment by Councillors and Key Staff as part of the annual performance review process	



CRITERIA 1 – CHIEF EXECUTIVE OFFICER KEY RESULT AREAS		
Performance criteria	SMART performance indicator	Measure of Success
1.1 Enterprise Resource Platform	Council-appointed vendor and implementation commencement by 30 June 2025.	Report through the Information Brochure each month on progress against agreed implementation / project plan.
1.2 Agribusiness Precinct – Phase 2	Development of a Feasibility and Business Case by 31 May 2025.	Report to OCM quarterly on progress, with the Phase 2 Feasibility and Business Case presented to Council by 31 May 2025.
1.3 Plan for the Future	Plan for the Future delivered by 30 June 2025.	Report to OCM quarterly on progress, with delivery by 30 June 2025
1.4 Integrated Growth Framework and Plan, Local Policy Framework	Integrated Growth Framework (completed) and Local Policy Framework (commenced) by 31 May 2025.	Report to OCM quarterly on progress, with delivery by 31 May 2025.
1.5 DMCYC Procurement and Commencement	Subject to compliant tender applications received: a) Council-appointed contractor by 31 October 2024. b) Site possession and works commencement by 31 November 2024 c) DMCYC completed on time as per contract program.	Report through the Information Brochure each month on progress against the performance indicators.

CRITERIA 2 – CHIEF EXECUTIVE OFFICER AND EXECUTIVE LEADERSHIP TEAM - DELIVERY OF THE CORPORATE BUSINESS PLAN OUTCOMES		
Performance criteria	SMART performance indicator	Measure of Success
2.1 Delivery of the Corporate Business Plan Outcomes	Delivery of funded and Council-adopted Corporate Business Plan 2024 to 2028 outcomes	Report to OCM in month immediately following the end of each quarter showing outcomes against agreed timeframes and budgets.





CRITERIA 3 – EXECUTIVE LEADERSHIP TEAM – KEY RESULT AREAS		
Performance criteria	Activity	SMART Performance indicator
3.1 Risk and compliance	a) Compliance Audit Return (CAR)	CAR completed, adopted by Council and submitted by 31 March 2025.
	b) Financial Regulation Audit (FRA)	FRA completed and reported to Audit and Risk Committee (ARC) by 31 December 2024.
	c) 2024/25 Regulation 17 Review (continuation of the 2021/22 review process)	Quarterly reports to the Audit and Risk Committee on the recommendations following the review process.
	d) Lost Time Injury (LTI) prevention	Less than 3 Lost Time Injuries (LTIs) in the 12 month period (2024/25).
	e) Quality and timeliness of Council agendas and minutes	Agendas and minutes are delivered complete and in timeframes in compliance with the Act.
3.2 Workforce capability	a) Workforce Plan (WFP)	WFP reviewed and adopted by Council by 30 April 2025.
	b) Staff Performance Management System	All staff have up-to-date performance reviews and plans aligned to CBP where relevant by 30 June 2025.
	c) Training and Development Plan (TDP)	TDP updated, aligned to the WFP and Annual Budget and delivered in 2024/25 FY.
	d) Employee Perceptions Survey (EPS)	EPS completed by 30 April 2025, with improvement in workplace rating, employee commitment and net promoter scores.
	e) Workplace Health and Safety (WHS) Plan	WHS Plan reviewed and updated by 30 June 2025.
	f) Leadership and Cultural Development Plan (LCDP)	LCDP delivered within budget for 2024/25.
3.3 Leadership and Planning	a) Integrated Planning and Reporting (IPR)	Corporate Business Plan 2024 to 2028 adopted by 31 August 2024.
	b) Advocacy Prospectus (AP)	AP reviewed, updated, aligned to LTFP and adopted by Council by 30 September 2025.
	c) CHRMAP	Development of CHRMAP Action Plan (Phase 1) completed by 30 June 2025, including community consultation processes.
	d) Waste Services Strategy	Development of Implementation Plan and completion of immediate / short term actions / initiatives by 30 June 2025.



**CRITERIA 3 – EXECUTIVE LEADERSHIP TEAM – KEY RESULT AREAS**

Performance criteria	Activity	SMART Performance Indicator
3.4 Financial, Operational and Service Management	a) Reserve Investment Plans (RIPs)	RIPs linked to the Long Term Financial Plan (LFTP) for specific capital projects.
	b) Financial Sustainability Model (FSM)	FSM reviewed, updated and workshopped with Council by 31 May 2025.
	c) Activity Based Costing (linked to other projects below)	Linked to new ERP system and evolution of the current CBP / Chart of Accounts format – Phase 1 completed by 30 June 2025.
	d) Annual Budget	Draft 2025/26 budget presented to Council by 30 June 2025. 2024/25 budget delivered with <10% variance on Annual Budget totals.
	e) Financial Reserves	Investment reviewed and presented to by Council by 30 May 2025.
	f) Development of 10 Year Capital Works Programs	Review of Asset Strategy (AS) and Asset Management Plan (AMP) by 31 December 2024.
		Completion of Council-adopted Program of Works and Capital Works program – 30 June 2025.
	g) Completion of the 2024/25 Capital Works Program	
	h) Organisational Performance Review – Phase 2 (linked to Activity Based Costing and Service Delivery (below) projects)	Creation of Standard Unit Estimates across Works, Assets and Operations to develop a suit of work area plans and schedules for contemporary data management purposes – January 2025.
i) Service Delivery Framework	Phase 1 (Framework and Data Collection) adopted by Council by 31 March 2025.	
3.5 Community Development and Stakeholder Relations	a) Annual Report	Adopted and published by 28 February 2025.
	b) Stakeholder collaboration	Monthly update to Council on the outcomes of stakeholder meetings.
	c) External funding	Submit applications for external funding in accordance with adopted LFTP and AMP.
	a) Councillor Induction	Program updated by 30 June 2025 in preparation for LG Elections in October 2025.
	b) Local Government (LG) Reform	LG Reforms implemented as per Gazetted legislation and regulations.





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3.6 Governance and Reporting to Council	c) Annual Corporate Calendar and Schedule of Councillor Briefings / Workshops	Delivered and responsive to changing needs / timeframes and priorities.
	d) Agendas to Council	Council meeting agendas are accurate and provide relevant information so informed decisions can be made.

### CRITERIA 4 – CHIEF EXECUTIVE OFFICER - LEADERSHIP OF THE SHIRE’S VALUES

Performance criteria	Performance indicator
5.1 Honesty	CEO is truthful, trustworthy and genuine in all that he says and does.
5.2 Accountability	CEO is transparent in all that he does and stays true to his word by taking responsibility for his actions.
5.3 Empathy	CEO is kind and shows understanding of people’s circumstances, perspectives and differences.
5.4 Teamwork	CEO is cooperative, collaborative and united while working towards the common goals of the Shire.
5.5 Respect	CEO is respectful in all that he does, and all interactions he has, while being inclusive and mindful of differences.

\* This section aims to hold the CEO accountable for how they deliver on the role responsibilities, Corporate Business Plan Funded Outcomes and Key Focus Areas (if included) and interact with internal and external stakeholders.

  
**Douglas Kitchen**  
**Shire President**  
**Date:** 02/10/2024

  
**Gordon MacMile**  
**Chief Executive Officer**  
**Date:** 2/10/2024